

The Martin High School fully recognises the contribution it can make to protect children and support students in school. All adults visiting the site have an obligation to safeguard and promote the welfare, safety and health of all students. The students' welfare is of paramount importance.

Provide a good example and be a positive role-model by being respectful, fair and considerate to all.

- Treat all students equally.
- Ensure that when working with individual students, the door is left open, or that you can be visible to others.
- Do not photograph students (unless requested by the school staff) exchange emails, text messages, and phone numbers or give out your own personal details.
- Do not receive or give gifts unless arranged through school.
- Only touch students for professional reasons and when this is necessary and appropriate for wellbeing and safety.

We are committed to safeguarding and meeting the needs of all our children.

Whole school Designated Safeguarding Leads:

- Zoe Meadowcroft, Assistant Headteacher
- Laura Sanchez, Headteacher
- Paul Wicken, Deputy Headteacher

The WPS School Governor with responsibility for safeguarding is:

- Gaynor Parker

The Chair of Governors at MHS is:

- Pam Whitehead

Accidents must be reported to the main school office, where an accident report form can be completed. If the fire alarm sounds, please make your way out of the building calmly and promptly by following the green FIRE EXIT signs.

Smoking is not permitted on any part of the school premises.



Martin High School

Visitor safeguarding information 2016/2017



Martin High School

Inspiring all to dream more, learn more, do more and become more.

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Leicestershire
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Health & Safety

The staff, students and governors are aware of the need to feel secure and comfortable in the school.

We also like to ensure that our visitors are safe but, in a busy school environment, it is possible for accidents and unexpected events to occur.

Fire.

- If you hear the fire alarm sounding please make your way out of the building immediately following the green FIRE EXIT signs.
- DO NOT use the lift when the fire alarm has sounded but please make someone aware should you require any physical assistance in exiting the building.
- DO NOT enter the building again unless you are informed by a member of staff that it is safe to do so.

Accidents / Illness.

Should you have an accident or feel unwell during your visit, please report to the main school office. If you are unable to make your own way to the office, please inform any member of staff about your situation.

You may be asked to complete an accident report form.

DBS certificates.

All staff, including supply staff, regular visitors and volunteers whom are working unsupervised with students and subject to Disclosure and Barring Service (DBS) certificates. This is to help ensure that unsuitable people are prevented from working with children.

Register of visit.

All visitors are required to sign the register upon arrival and departure. Please remember to add car registration details if you have arrived by car. A copy of the school safeguarding policy is available for you to familiarise yourself with online and upon request.

Identity badges.

All visitors within the Martin High School must wear their visitors badge received from reception AT ALL TIMES. Any adults without a badge will be challenged.

Safeguarding

Worried about a child

If whilst working with a student you become concerned about:

- Comments made by a student
- Marks or bruising
- Changes in a students behaviour

Please report these concerns to the class teacher, who if they feel it is appropriate, will pass the information onto the school's Designated Safeguarding Lead (DSL).

Individual staff/volunteers/other adults - main procedural steps

1. When a students makes a disclosure, or when concerns are received from other sources, do not investigate, ask leading questions, examine children or promise confidentiality. Students making disclosures should be reassured and if possible at this stage should be informed of what action will be taken next.
2. As soon as possible, write a dated and timed log of what has been disclosed or noticed, said or done and report to the Designated Safeguarding Lead in the school.
3. If the concern involves the conduct of a member of staff or volunteer, a visitor, a governor, a trainee or another student, the Headteacher must be informed.
4. If the allegation is about the Headteacher, the information should normally be passed to the Chair of Governors or the Local Authority Allegations Manager (LADO).
5. If this has not already been done, inform the student (or other party who has raised the concern) what action you have taken.



Zoe Meadowcroft
Assistant
Headteacher



Laura Sanchez
Headteacher



Paul Wicken
Deputy
Headteacher